

**Appendix C**  
(Cal. Code Regs., tit. 2, § 7438, App. C)

**PRE-HEARING STATEMENT**

You may, but do not have to, use this form to prepare your Pre-Hearing Statement which must be filed with the Commission no later than five working days before the scheduled date of hearing. Failure to fully disclose all required items in the Pre-Hearing Statement may result in the exclusion or restriction of evidence at the hearing. Please see the Commission's procedural regulations, at California Code of Regulations, Title 2, sections 7400 et seq., for more details.

In the Matter of the Accusation	)	
of the	)	
DEPARTMENT OF FAIR EMPLOYMENT	)	PRE-HEARING
STATEMENT AND HOUSING	)	
v.	)	Case No.:
	)	Hearing Date:
(RESPONDENT'S NAME)	)	
.....	)	
Respondent(s).	)	
.....	)	
(COMPLAINANT'S NAME).	)	
Complainant(s).	)	
_____	)	

1. Brief summary of any stipulated facts:
2. Pleadings in the case:
  - Date of accusation:
  - Date(s) of any amended accusation(s):
  - Date of Notice of Defense:
  - Title and date of any other pleading filed in the case:
3. Estimated time necessary to try your case:
4. List of all witnesses as follows:
  - Name of witnesses/brief statement of anticipated testimony.
5. List of all expert witnesses as follows:
  - Name of expert witness/brief statement of anticipated testimony.
6. Exhibits Each exhibit shall be separately listed and shall include a description that is sufficient for identification.
7. Evidence by Affidavit or Deposition (must comply with California Code of Regulations, Title 2, §§ 7427 and 7428.)

Name of Witness	Reason that witness is unavailable
_____	_____
_____	_____

8. Major evidentiary issues, if any, in the case:
9. Attach copy of any pre-hearing motion, any response to the motion, and any order.
10. Attach any anticipated motions in limine.
11. Other issues or matters.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Attorney for: \_\_\_\_\_